

**Virginia Department of Forensic Science
Physical Evidence Recovery Kit
(PERK) Tracking System**

**Collection Site
User's Manual**



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Introduction

PERK Tracking System Overview

The PERK Tracking System was developed and implemented by the Virginia Department of Forensic Science (DFS) through a federal Sexual Assault Kit Initiative Grant obtained by the Virginia Office of the Attorney General.

The PERK Tracking System is a web-based application that can be accessed from any device that is connected to the internet. The status and location of PERKs are tracked using each PERK's unique PERK ID/Barcode #. No personal identifying information is entered into the system.

The System provides interfaces for four different user types: collection sites, law enforcement, anonymous kit storage facility (the Division of Consolidated Laboratory Services or DCLS), and DFS. Dependent on their agency roles, users log actions in the system, such as the receipt of a kit, the collection of a kit, and the transfer of a kit to another agency. In order to access the system, users must be assigned a user ID and password by their Agency Site Administrator. Agencies can establish a new site administrator account by contacting the PERK Tracking System Coordinator at DFS.

Victim Access

Virginia's PERK Tracking System includes a Victim Portal, which allows a victim to use the System to view information regarding the status and location of his/her PERK.

Victims of anonymous PERKs (collected from victims of sexual assault who elect at the time of the examination not to report the offense to law enforcement) may access the System through the Victim Portal by entering their unique PERK ID #, which should be provided to them at the time of examination. Victims who elect to report the offense to law enforcement will be required to enter a PIN, in addition to their kit's unique PERK ID/Barcode #, to access the System. The victim must obtain the PIN from the investigating law enforcement agency, which can use the Tracking System to generate a PIN for a victim, provided it has determined that victim access to the System will not interfere with the investigation or prosecution of the offense.

The Victim Portal also contains contact information for victim helplines and other victim resources.

Opportunities for Data Collection

The PERK Tracking System will allow DFS to track data statewide on its use and agencies' compliance with the requirements of the comprehensive PERK legislation enacted in 2016.

User agencies will be able to access data on kits handled by their agency, including the status of kits currently in the agency's custody and a history of the actions performed on PERKs entered into the System by their agency.

Accessing the System

Navigate to the PERK Tracking System login page at: <https://perk.dfs.virginia.gov>

Virginia Department of Forensic Science
Physical Evidence Recovery Kit (PERK) Tracking System

This System tracks Physical Evidence Recovery Kits (PERKs or sexual assault kits) issued by the Commonwealth of Virginia. Agencies handling PERKs should use the System to update all status changes for PERKs in their possession. The System tracks PERKs by unique PERK ID/Barcode number and does not capture any personally identifiable information. It is not intended to serve as an official chain of custody for any PERK.

System Access
Only authorized personnel from collection sites, law enforcement, the Division of Consolidated Laboratory Services (DCLS), and the Department of Forensic Science (DFS) may access the system. Authorized personnel may obtain user credentials from their Agency Site Administrator.

Username

Password

[Forgot your password?](#)

[Sign In](#)

Kit Status Check for Victims
Victims may view the status of their PERK by entering their kit's unique PERK ID/Barcode number below. For any PERK where the victim reported the offense to law enforcement, a PIN number will also be required. You may get this PIN from the law enforcement agency investigating your case.

For a list of victim and survivor support services in Virginia by location, including crisis intervention hotlines, support groups, legal advocacy, emergency housing and transportation, and referrals for mental health services, please click [here](#)

Kit ID Number

[Reset](#) [Get Status](#)

Help
For help navigating system actions, see the [PERK Tracking System User Manuals](#).
For all other inquiries, contact the PERK Tracking System Coordinator by phone at 1-804-588-4050 or by email at perktracking@dfs.virginia.gov.

Prior to logging into the system, you must have obtained a username and password through your Agency Site Administrator. Once you have your username and password, you can log in on the PERK Tracking System login page.

Step 1: Enter the email address you used to register for the system in the "Username" field.

Step 2: Enter the password you chose upon registering with the system in the "Password" field.

Note: If you do not know your password, you can reset it by clicking the "Forgot your password?" link

Step 3: Click the "Sign In" button. If you entered the correct username (email address) and password, you will be navigated to the Collection Site User Homepage.

System Access
Only authorized personnel from collection sites, law enforcement, Division of Consolidated Laboratory Services (DCLS), and the Department of Forensic Science (DFS) may access the system. Authorized personnel may obtain user credentials from their agency site administrator.

Username

Password

[Forgot your password?](#)

[Sign In](#)

Collection Site User Homepage

The screenshot shows the Virginia Department of Forensic Science Physical Evidence Recovery Kit (PERK) Tracking System homepage. The interface is divided into several sections:

- Header:** Virginia Department of Forensic Science Physical Evidence Recovery Kit (PERK) Tracking System. Includes a search bar for Kit # and a VCU Health System logo.
- Left Sidebar:** Navigation menu for Anytown Hospital, including Notifications, Enter Collection, Enter Send/Transfer, Administrative Actions, PERKs at Anytown Hospital, and Anytown Hospital PERK History.
- Main Content Area:** Five numbered panels:
 - Step 1: Enter Collection:** Links to Anonymous Kit and Offense Reported Kit.
 - Step 2: Enter Send/Transfer:** Links to To DCLS (Anonymous) and To Law Enforcement (Offense Reported).
 - Administrative Actions:** Links to Request New Kit(s) from DFS, Remove New Kit from Inventory, and Receive New Kit(s).
 - PERKs at Anytown Hospital:** Links to Status Search of All Kits, New Kits Available for Collection (Inventory), and Collected Kits Pending Send/Transfer.
 - Anytown Hospital Action History:** Links to Kits Sent/Transferred to Law Enforcement, Kits Sent/Transferred to DCLS, and Kits Collected.
- Right Sidebar:** Help section with a welcome message and contact information for the Virginia Department of Forensic Science.

1. Step 1: Enter Collection Panel

- Contains links for the two types of evidence collection (**Anonymous & Offense Reported**).

2. Step 2: Enter Send/Transfer Panel

- Contains links to complete the send/transfer action for Anonymous Kits (**To DCLS (Anonymous)**) and Offense Reported Kits (**To Law Enforcement (Offense Reported)**).

3. Administrative Actions Panel

- Contains the Administrative Actions that a Collection Site User may perform.
- Clicking on an action link (e.g., **Request New Kit(s) from DFS**, **Remove New Kit from Inventory**, **Receive New Kits**) will navigate to a screen that will allow the Collection Site User to log the action in the System.
- Remove New PERK** is an available Administrative Action that allows collection site agencies to remove a new PERK from the System if it has been used for a demonstration or other purpose and is no longer available to be used for a collected PERK.

4. Agency Action History Panel

- Contains data searches for actions that the Agency has performed on kits .
- Clicking on a link (e.g. **Kits Sent/Transferred to Law Enforcement**, **Kits Sent/Transferred to DCLS**, **Kits Collected**) will navigate to a screen that shows all kits handled by the Agency that fit that criteria.
- These kit searches display results for kits that were ever in the Agency's possession.

5. PERKs at Agency Panel

- Contains data searches by kit status for PERKs that are currently in the Agency's possession.
- Clicking on a link (e.g., **Status Search of All Kits**, **New Kits Available for Collection**, **Collected Kits Pending Send/Transfer**) will navigate to a screen that shows all kits in the Agency's possession that fit that criteria.

Virginia Department of Forensic Science
Physical Evidence Recovery Kit (PERK) Tracking System

Kit # [Search Bar] VCU Health System

5. Anytown Hospital

- 6. Notifications**
- Enter Collection
- Enter Send/Transfer
- Administrative Actions
- PERKs at Anytown Hospital
- Anytown Hospital PERK History

7. The statewide average turnaround time for DNA cases in April 2019 was 127 days.

Step 1: Enter Collection

- Anonymous Kit
- Offense Reported Kit

Step 2: Enter Send/Transfer

- To DCLS (Anonymous)
- To Law Enforcement (Offense Reported)

Administrative Actions

- Request New Kit(s) from DFS
- Remove New Kit from Inventory
- Receive New Kit(s)

PERKs at Anytown Hospital

- Status Search of All Kits
- New Kits Available for Collection (Inventory)
- Collected Kits Pending Send/Transfer

Anytown Hospital Action History

- Kits Sent/Transferred to Law Enforcement
- Kits Sent/Transferred to DCLS
- Kits Collected

9. Help

Welcome to your PERK Tracking System Homepage.

For help using the tracking system, please see the [Collection Site User's Manual](#).

For further assistance, contact the Virginia Department of Forensic Science by calling (804) 588-4050 or by emailing perctracking@dfs.virginia.gov.

5. Side Bar Panel

- Contains links to all kit actions and data searches for faster navigation between pages.
- Clicking on the Agency home button at the top of the Side Bar Panel will take the User to the User Agency Homepage.

6. Notifications

- Contains lists of notifications for the Agency.
- Shows actions performed by other agencies that affect the User Agency and kits that require action by the user Agency (e.g., new kits that were sent by DFS that need to be received, kits that were sent to a law enforcement agency and subsequently marked as received).
- The number of outstanding notifications will display to the right of the word “Notifications” on the Side Bar Panel.

7. DNA Turnaround Time

- The statewide average Turnaround time for DNA cases at the Department of Forensic Science will be updated monthly.

8. Search Box

- Allows user to search the System by PERK ID/Barcode #for information about any kit (e.g. Kit Status, Kit History).

9. Help Box

- Links to a PDF of the User Manual and provides contact information of the PERK Tracking System Help Desk.
- Every action page of the Tracking System has a Help Box that links to helpful information for that specific action.

Logging the Collection of Evidence

To complete this action, navigate to the **Step 1: Collect PERK** panel and click either the **Anonymous** or the **Offense Reported** link. The following steps can be used for both collection types.

Step 1: Enter Collection

[Anonymous](#)

[Offense Reported](#)

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field.

Anonymous

Kit Number

1133

Step 2: Enter the date the PERK was used for collection in the “Date Collected” field.

Date Collected

05/06/2019

The “Date Collected” field is auto-populated with the current date. If you are logging a kit collected in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.

Date Collected

05/06/2019

<

May 2019

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

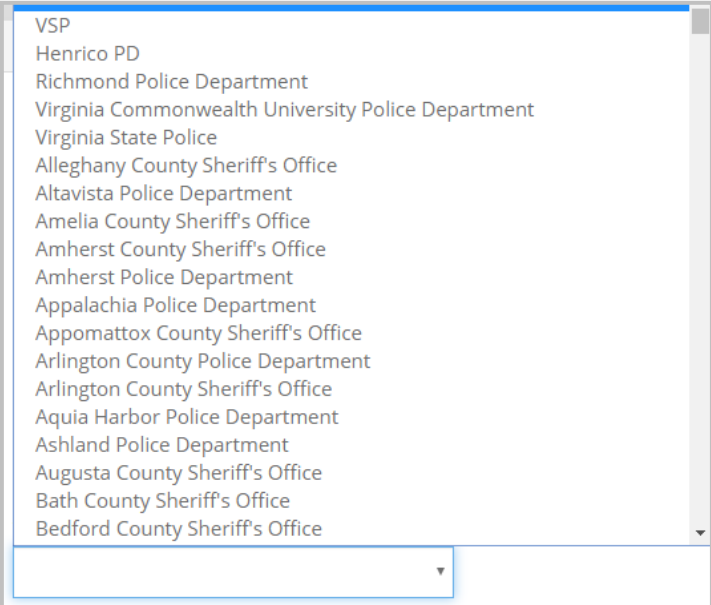
Today

Clear

Done

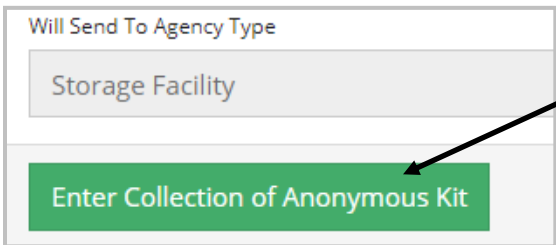
Step 3: Select the name of the agency that you will send or transfer the kit to in the “Will Send to Agency” field drop-down menu.

This step is only necessary if you are logging the collection of an Offense Reported kit. If you are logging the collection of an Anonymous kit, the “Will Send to Agency” field will auto-populate.



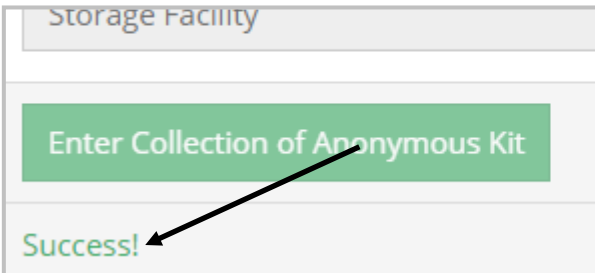
A screenshot of a web application's drop-down menu. The menu is open, displaying a list of law enforcement agencies. The agencies listed are: VSP, Henrico PD, Richmond Police Department, Virginia Commonwealth University Police Department, Virginia State Police, Alleghany County Sheriff's Office, Altavista Police Department, Amelia County Sheriff's Office, Amherst County Sheriff's Office, Amherst Police Department, Appalachia Police Department, Appomattox County Sheriff's Office, Arlington County Police Department, Arlington County Sheriff's Office, Aquia Harbor Police Department, Ashland Police Department, Augusta County Sheriff's Office, Bath County Sheriff's Office, and Bedford County Sheriff's Office. The menu has a scroll bar on the right side.

Step 4: Click the “Enter Collection of Offense Reported/Anonymous Kit” Button at the bottom of the screen.



A screenshot of a web application form. The form has a section titled "Will Send To Agency Type" with a dropdown menu showing "Storage Facility". Below this is a green button labeled "Enter Collection of Anonymous Kit". An arrow points to the button.

If the entry is successful, the word “Success!” will appear beneath the “Enter Collection of Offense Reported/Anonymous Kit” button.



A screenshot of a web application form. The form has a section titled "Storage Facility" with a dropdown menu. Below this is a green button labeled "Enter Collection of Anonymous Kit". Below the button is the word "Success!" in green. An arrow points to the "Success!" message.

Transferring a Collected PERK

To complete this action, navigate to the **Step 2: Enter Send/Transfer** panel and click either the **To DCLS (Anonymous)** or the **To Law Enforcement (Offense Reported)** link. The following steps can be used for both Send/Transfer types.

Step 2: Enter Send/Transfer

[To DCLS \(Anonymous\)](#)

[To Law Enforcement \(Offense Reported\)](#)

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field.

Multiple kits may be entered by scanning barcodes or, if typing, separating Kit #s with commas.

To DCLS (Anonymous)

Kit #

1133

[Remove All](#)

+

Step 2: Click the “+” button or hit the “Enter” key on keyboard. When using a barcode scanner programmed to add a carriage return (aka hard return) after each scan, this step is not necessary.

To DCLS (Anonymous)

Kit #

1133

[Remove All](#)

+

This action will cause the kit number(s) to populate beneath the “Kit #” field.

Kit #

Enter Kit# and press Enter

1133 x

[Remove All](#)

Step 3: Enter the date the kit was sent/transferred in the “Date Sent/Transferred” field.

Date Sent/Transferred

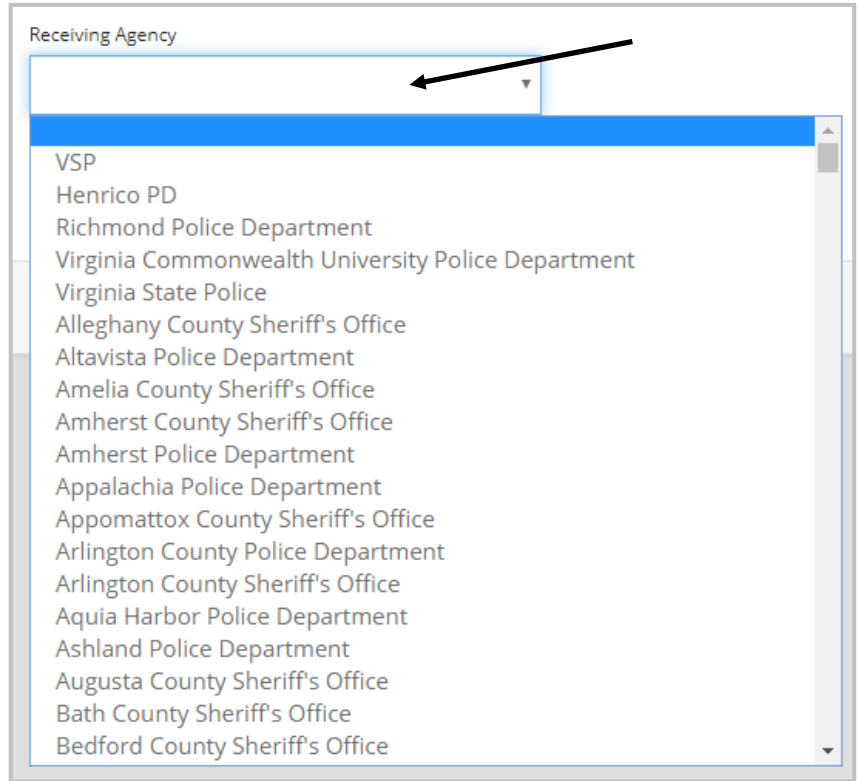
05/06/2019



The “Date Sent/Transferred” field is auto-populated with the current date. If you are logging a kit sent/transferred in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.

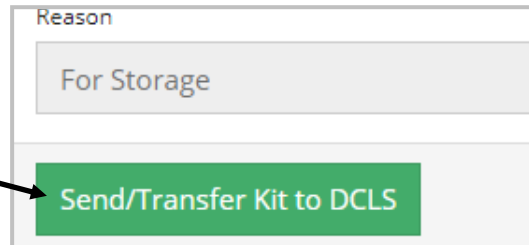
Step 4: Select the name of the agency that you sent/transferred the kit to using the “Receiving Agency” field drop-down menu.

This step is only necessary if you are transferring an offense reported kit to a law enforcement agency. If you are transferring an anonymous kit to DCLS, the “Receiving Agency” field will auto-populate.



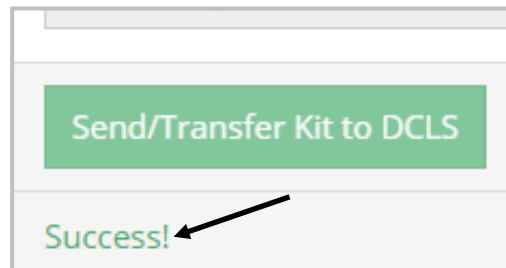
A screenshot of a web form titled "Receiving Agency". It features a drop-down menu with a list of law enforcement agencies. An arrow points to the drop-down arrow icon. The list includes: VSP, Henrico PD, Richmond Police Department, Virginia Commonwealth University Police Department, Virginia State Police, Alleghany County Sheriff's Office, Altavista Police Department, Amelia County Sheriff's Office, Amherst County Sheriff's Office, Amherst Police Department, Appalachia Police Department, Appomattox County Sheriff's Office, Arlington County Police Department, Arlington County Sheriff's Office, Aquia Harbor Police Department, Ashland Police Department, Augusta County Sheriff's Office, Bath County Sheriff's Office, and Bedford County Sheriff's Office.

Step 5: Click the “Send/Transfer kit to DCLS/Law Enforcement” Button at the bottom of the screen.



A screenshot of a web form titled "Reason". It shows two buttons: "For Storage" and "Send/Transfer Kit to DCLS". An arrow points to the "Send/Transfer Kit to DCLS" button, which is highlighted in green.

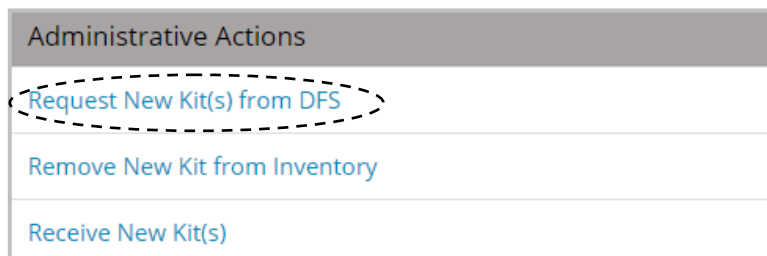
If the entry is successful, the word “Success!” will appear beneath the “Send/Transfer kit to DCLS/Law Enforcement” button.



A screenshot of a web form showing the "Send/Transfer Kit to DCLS" button. Below the button, the word "Success!" is displayed in green. An arrow points to the "Success!" text.

Requesting New PERKs from DFS

To complete this action, navigate to the **Administrative Actions** panel and click the **Request New PERKs from DFS** link.



This will open the "Forensic Kit/Form Order Requests" Order Form on the Virginia Department of Forensic Science Website in a new tab in your browser.

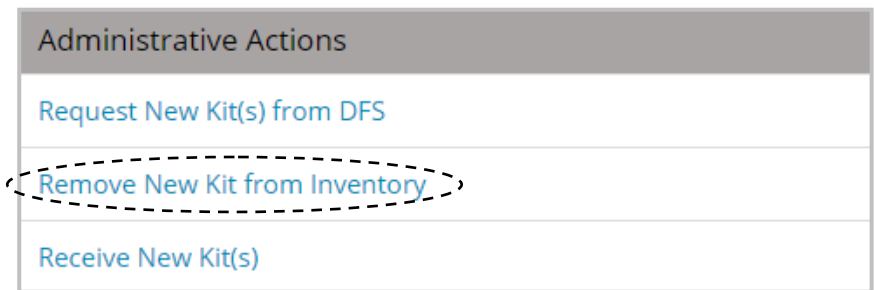
Fill in the relevant fields of the order form (e.g., your name, agency, mailing address, email, phone number, and # of Victim PERKs you are requesting) and click the "Submit" button.

GOOD TO KNOW

New PERKs will only be mailed from DFS when the driving distance from the requesting agency is 2 or more hours from any DFS laboratory.

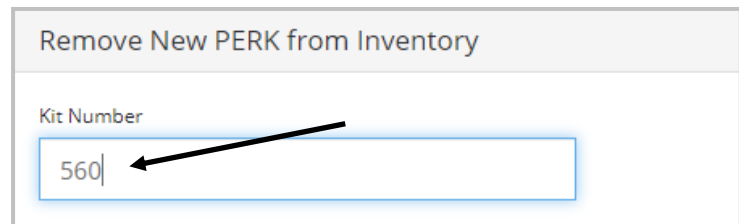
Removing a New PERK from Your Inventory

To complete this action, navigate to the **Administrative Actions** panel and click the **Remove New Kit from Inventory** link.



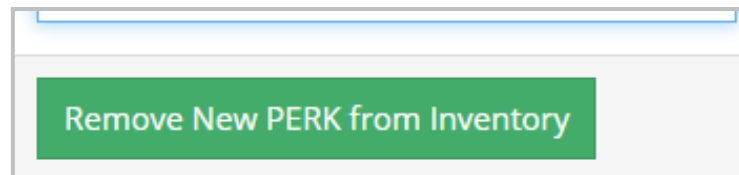
The image shows a panel titled "Administrative Actions" with a grey header. Below the header are three links: "Request New Kit(s) from DFS", "Remove New Kit from Inventory", and "Receive New Kit(s)". The link "Remove New Kit from Inventory" is highlighted with a dashed oval.

Step 1: Scan Kit Barcode or Type PERK ID # into the "Kit #" field.



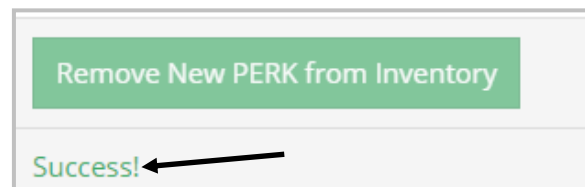
The image shows a form titled "Remove New PERK from Inventory". It has a label "Kit Number" above a text input field. The input field contains the number "560". An arrow points to the input field.

Step 3: Click the "Remove New PERK from Inventory" Button at the bottom of the screen.



The image shows the bottom of the form with a large green button labeled "Remove New PERK from Inventory".

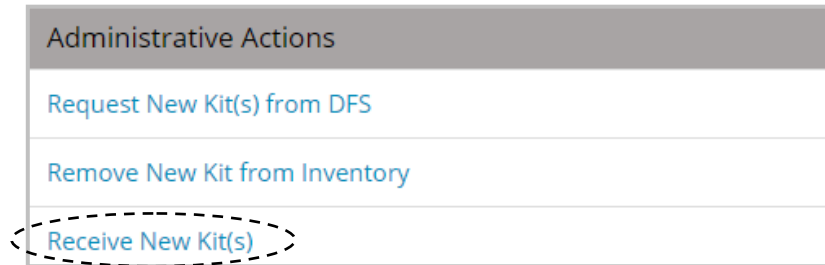
If the entry is successful, the word "Success!" will appear beneath the "Remove New PERK from Inventory" button.



The image shows the bottom of the form with the green button "Remove New PERK from Inventory" and the word "Success!" displayed below it. An arrow points to the "Success!" message.

Logging the Receipt of New PERKs

To complete this action, navigate to the **Administrative Actions** panel and click the **Receive New Kit(s)** link.



Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field.

Multiple kits may be entered by scanning barcodes or, if typing, separating Kit #s with commas.

Step 2: Click the “+” button or hit “Enter” key on keyboard. When using a barcode scanner programmed to add a carriage return (aka hard return) after each scan, this step is not necessary.

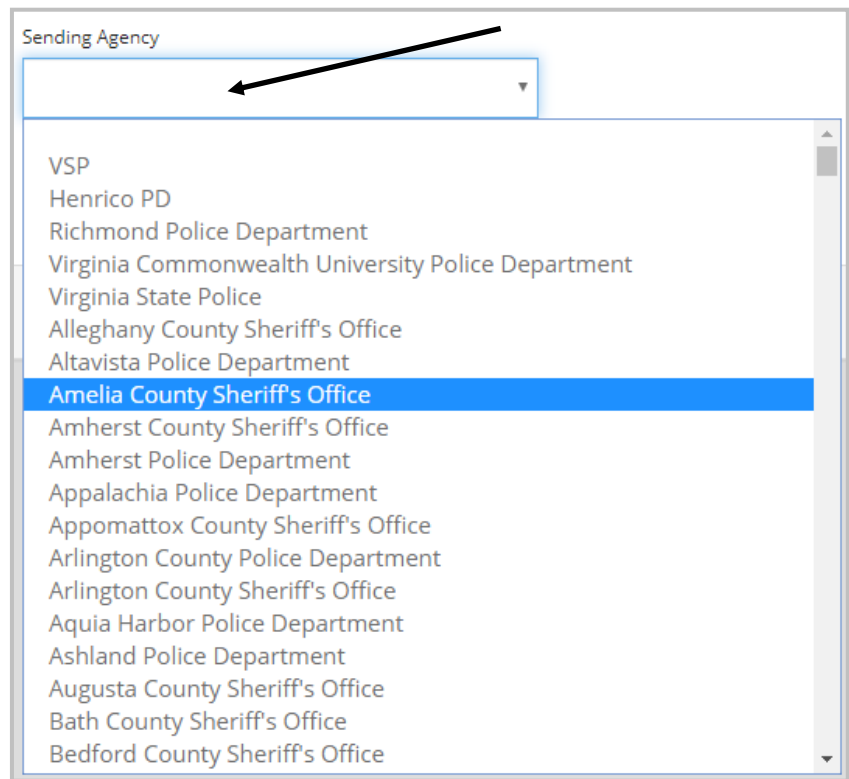
This action will cause the kit number(s) to populate beneath the Kit # field.

Step 3: Enter the date the kit was received in the “Date Received” field.

The “Date Received” field is auto-populated with the current date. If you are logging a kit received in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.

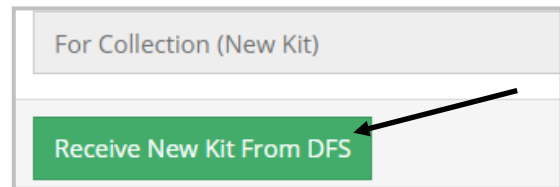
Step 4: Select the name of the agency that sent or transferred the kit to your agency using the “Sending Agency” field drop-down menu.

This step is only necessary if you are receiving kit(s) from a law enforcement agency. If you are receiving it kits from DFS, the “Sending Agency” field will auto-populate.



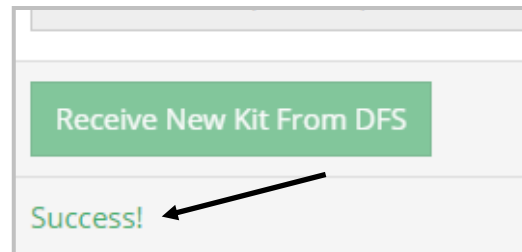
A screenshot of a web form titled "Sending Agency". It features a drop-down menu with a list of law enforcement agencies. An arrow points to the top of the menu. The list includes: VSP, Henrico PD, Richmond Police Department, Virginia Commonwealth University Police Department, Virginia State Police, Alleghany County Sheriff's Office, Altavista Police Department, **Amelia County Sheriff's Office** (highlighted in blue), Amherst County Sheriff's Office, Amherst Police Department, Appalachia Police Department, Appomattox County Sheriff's Office, Arlington County Police Department, Arlington County Sheriff's Office, Aquia Harbor Police Department, Ashland Police Department, Augusta County Sheriff's Office, Bath County Sheriff's Office, and Bedford County Sheriff's Office.

Step 5: Click the “Receive New Kit from DFS/Law Enforcement” Button at the bottom of the screen.



A screenshot of a button labeled "Receive New Kit From DFS". Above the button is a label "For Collection (New Kit)". An arrow points to the button.

If the entry is successful, the word “Success!” will appear beneath the “Receive New Kit from DFS/Law Enforcement” button.



A screenshot of the same button area as above, but now the button is disabled and the text "Success!" appears below it. An arrow points to the "Success!" message.

User Data Search List Screens

You can search your agency's kit data by the status of any kit in your agency's possession or by the history of actions your agency has performed on kits.

"PERKs at [AGENCY]" list screens search by the kit status of all kits in your possession while "[AGENCY] Action History" list screens search by the history of actions performed on kits by your agency (including kits that are no longer in your possession).

PERKs at MCV
Kit Status Search
New Kits Available for Collection (Inventory)
Collected Kits Pending Send/Transfer
MCV PERK History
Kit Request History
Kits Sent/Transferred to Law Enforcement
Kits Sent/Transferred to DCLS

You can sort the information in the list by clicking any of the blue headers to sort items by that category.

Use this drop-down to select how many items you will see on each page.

Kits Sent/Transferred to Law Enforcement						Results per Page: 10 ▼
Kit #	Date	Description ▼	Initiating Agency	Action Type	Affected Agency	
103	03/21/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
101	03/19/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
557	03/14/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
558	03/14/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
559	03/14/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
1128	03/12/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
456	03/08/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
450	03/08/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
451	03/08/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
452	03/08/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP	
1	2	3				
						Export to Excel

Advance the page of data you are viewing by clicking these numbers. The number highlighted in blue is the page you are currently on.

Click the "Export to Excel" button to create a spreadsheet document of the data you are viewing that you can save to your computer.

Notifications



A link to the User Agency's **Notifications** appears at the top of the **Side Bar Panel** to alert users of actions taken by another agency that impacts the User Agency and kits requiring action. The number of outstanding notifications will display next to the word "Notifications" on the **Side Bar Panel**.

On the **Notifications** List Screen, outstanding notifications will be populated in a list that is categorized by notification type.

The **Notifications** list screen will display all outstanding notifications in lists by type of action generating the notification. There are two types of Notifications: 1) Notifications Requiring Dismissal; and 2) Notifications Requiring Action.

Notifications

Received by DCLS

Dismiss

Kit #	Agency	Date	Reason
<div><div></div><div>1134</div></div>	DCLS	5/6/2019	For Storage
<div><div></div><div>108</div></div>	DCLS	5/6/2019	For Storage
<div><div></div><div>109</div></div>	DCLS	5/6/2019	For Storage
<div><div></div><div>560</div></div>	DCLS	5/6/2019	For Storage

Sent by DFS

Receive

Kit #	Date
<div><div></div><div>1137</div></div>	5/6/2019
<div><div></div><div>1138</div></div>	5/6/2019
<div><div></div><div>1139</div></div>	5/6/2019
<div><div></div><div>1140</div></div>	5/6/2019

Notifications Requiring Dismissal

Notifications Requiring Dismissal refer to those Notifications that alert the User to actions taken by another Agency that affect the User Agency but do not require action by the User Agency.

Notifications Requiring Dismissal for the Collection Site User include:

- **Received by DCLS:** A notification will appear for any anonymous kit sent/transferred to DCLS that was marked as received.
- **Received by Law Enforcement:** A notification will appear for any offense reported kit sent/transferred to a law enforcement agency that was marked as received.

Dismissing Individually: Notifications Requiring Dismissal can be dismissed one at a time by clicking a check box next to a specific Kit # and then clicking the gray "Dismiss" button above the list.

Received by DCLS				
<input type="checkbox"/>		Dismiss		
	Kit #	Agency	Date	Reason
<input checked="" type="checkbox"/>	1134	DCLS	5/6/2019	For Storage
<input type="checkbox"/>	108	DCLS	5/6/2019	For Storage
<input type="checkbox"/>	109	DCLS	5/6/2019	For Storage

Dismissing A Category of Notifications: Notifications Requiring Dismissal can be dismissed in bulk by clicking the drop down check box above the notification list and clicking "Select All." After doing so, all notifications in that list will be checked, and you can click the gray "Dismiss" button to dismiss all selected kits from that category.

Received by DCLS		
<input checked="" type="checkbox"/>		Dismiss
<div> <div>Select All</div> <div>Select None</div> </div>		
	Kit #	Agency
<input type="checkbox"/>	1134	DCLS
<input type="checkbox"/>	108	DCLS
<input type="checkbox"/>	109	DCLS
<input type="checkbox"/>	560	DCLS

Received by DCLS		
<input type="checkbox"/>		Dismiss
	Kit #	Agency
<input checked="" type="checkbox"/>	1134	DCLS
<input checked="" type="checkbox"/>	108	DCLS
<input checked="" type="checkbox"/>	109	DCLS
<input checked="" type="checkbox"/>	560	DCLS

Notifications Requiring Action

Notifications Requiring Action refer to those Notifications that alert the User to kits requiring action. These notifications can only be cleared by performing the relevant action on the kits.

Notifications Requiring Action for the Collection Site User include:

- **Sent/Transferred by DFS or Law Enforcement:** A notification will appear for any new kit(s) that were sent/transferred to your agency by DFS or a Law Enforcement Agency for collection.
- **Collected Kit Requires Send/Transfer:** A notification will appear for any kit that was collected 10 or more days ago and has not been sent/transferred to DCLS or a law enforcement agency.

Performing an action Individually: Perform an action on one kit at a time by clicking the check box next to a specific Kit # and then clicking the button that describes the action you would like to perform above the list.

This will bring you to the action page with the Kit # you selected auto-populated in the "Kit #" field.

Sent by DFS	
<input type="checkbox"/>	Receive
Kit #	Date
<input checked="" type="checkbox"/> 1137	5/6/2019
<input type="checkbox"/> 1138	5/6/2019

Performing an Action on all Kits in a Category: An action may be performed on all kits in a given category by clicking the drop down check box above the notification list and clicking "Select All." After doing so, all notifications in the list will be checked, and you can click the button that describes the action you would like to perform above the list. This will bring you to an action page with the Kits you selected auto-populated in the "Kit #" field." Some actions (e.g., Receiving Kits from different locations) cannot be performed on multiple kits at once.

Sent by DFS	
<input type="checkbox"/>	Receive
<div> <div>Select All</div> <div>Select None</div> </div>	
<input type="checkbox"/>	1137
<input type="checkbox"/>	1138
<input type="checkbox"/>	1139
<input type="checkbox"/>	1140

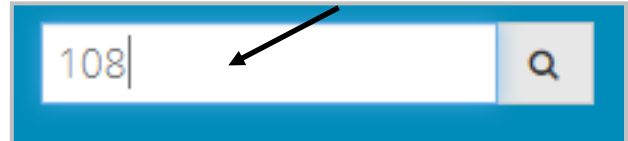
Sent by DFS	
<input type="checkbox"/>	Receive
Kit #	
<input checked="" type="checkbox"/> 1137	
<input checked="" type="checkbox"/> 1138	
<input checked="" type="checkbox"/> 1139	
<input checked="" type="checkbox"/> 1140	

Viewing a Kit's Information Screen

To view a **Kit Information Screen**, navigate to the **Kit Search** at the top right of the homepage.



Step 1: Scan Kit Barcode or Type PERK ID # into the **Kit Search** field.



Step 2: Click the magnifying glass button to search for information about the kit.



You can also view a **Kit Information Screen** by clicking the a blue kit number link in any List Screen (e.g., **Notifications**, **Status Search of All Kits**).

Status Search of All Kits	
Kit # ^	Kit Status
108	Anonymous @ Collection Site
109	Anonymous @ Collection Site
1111	Removed - Not Available for Collection
1116	Sent for Reported Offense
1121	Incomplete Kit - Not Available for Collection
1128	Sent for Reported Offense

Notifications	
Sent by DFS	
<input type="checkbox"/>	Receive
Kit #	
<input type="checkbox"/>	1134
<input type="checkbox"/>	1135

Undoing an Action

Step 1: Navigate to the **Kit Information Screen** (see instructions on page 19).

Kit #: 108

Details			
Status	Anonymous @ Collection Site		
Agency	MCV		
History			
Date	Action	Reason	Action
3/19/2019	DFS sent/transferred kit to MCV	For Collection (New Kit)	
3/19/2019	MCV received kit from DFS	For Collection (New Kit)	
4/8/2019	Evidence collected by MCV, Notice sent to DCLS	Anonymous Kit	Undo

Step 2: To undo the last action you performed on the kit, click the “Undo” button to the right of the last performed action in the Kit History.

4/8/2019	Evidence collected by MCV, Notice sent to DCLS	Anonymous Kit	 Undo
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Glossary

Anonymous Kit: A PERK collected from a victim of sexual assault who elects, at the time of the forensic examination, not to report the offense to law enforcement.

Anonymous Storage: The storage of an anonymous kit at the Division of Consolidated Laboratory Services (DCLS), which is the agency required by law to store anonymous kits.

Collected Kit: A PERK that has been used to collect evidence from a victim of sexual assault during a forensic medical examination.

Collection Site: A hospital, medical facility or other health care provider that conducts forensic examinations to collect evidence from victims of sexual assault using PERKs.

Destroy (a kit): An action used to record the permanent disposal of a collected kit. There are statutory provisions addressing the retention periods for anonymous kits and those collected for reported offenses. Prior to destroying any kit, the User Agency's legal advisor should be consulted.

Forensic Laboratory: The Department of Forensic Science is the forensic laboratory that law enforcement agencies are required by law to submit PERKs to for analysis.

Long-Term Storage: The post-conviction storage of a PERK at the Virginia Department of Forensic Science pursuant to a court order for the storage, preservation, and retention of human biological evidence.

New Kit: A sealed kit that has not yet been used to collect evidence from a victim of sexual assault.

Offense Reported Kit: A PERK collected from a victim of sexual assault who elected to report the offense to law enforcement.

Retention Period (anonymous kits): The amount of time DCLS is required by law to retain anonymous PERKs.

Remove (a kit): An action used to record the removal of a new kit out of the User Agency's inventory of kits available for collecting evidence (e.g., a kit used for a demonstration, an incomplete kit that is missing components).

Storage Facility: The Division of Consolidated Laboratory of Services (DCLS) is the agency required by law to store anonymous kits.

Statutory Reason for Non-Submission: Law enforcement agencies are required by law to submit PERKs to DFS for analysis within 60 days of receipt unless one of five statutory exemptions applies (e.g., anonymous kit, not connected to crime, out of state offense, routine death investigation, transfer of investigation).

**For System Support or
Additional Information**

Contact the PERK Tracking System Help Desk:

**perktracking@dfs.virginia.gov
(804) 588-4050**